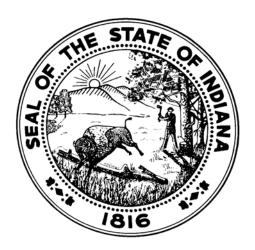
# STATE BOARD OF ACCOUNTS 302 West Washington Street Room E418 INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 116 PLYMOUTH, INDIANA

January 1, 2003 to December 31, 2003



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# OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Mr. Gerald Coleman Ms. Mary DePrez	01-06-02 to 02-29-04 03-01-04 to 01-05-05
Branch Manager	Mrs. Jacquelynn Zentz	01-01-03 to 12-31-04



STATE BOARD OF ACCOUNTS 302 WEST WASHINGTON STREET ROOM E418 INDIANAPOLIS, INDIANA 46204-2765

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#### INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Number 116 (Branch) for the period of January 1, 2003, to December 31, 2003. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2003, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

October 5, 2004

# STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 116 PLYMOUTH, INDIANA SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS January 1, 2003 to December 31, 2003

	Amount
Collections: Registrations Titles Drivers Licenses Watercraft Miscellaneous	\$ 4,391,846 753,237 153,468 174,708 
Total	<u>\$ 5,474,530</u>
Distributions: State Fees County Tax Commission Fees	\$ 2,141,993 2,803,644 528,893
Total	\$ 5,474,530

The accompanying notes are an integral part of the schedule.

# STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 116 PLYMOUTH, INDIANA NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

#### Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

#### Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

#### Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

# STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 116 PLYMOUTH, INDIANA STATISTICAL INFORMATION

January 1, 2003 to December 31, 2003

Transactions Processed	Quantity
Vehicle Degistrations:	
Vehicle Registrations: Passenger	24,096
Motorcycle	1,208
RV (Housecar)	733
Light Truck	11,575
Other Truck	475
Farm Truck	320
Tractor	130
Trailer	5,003
Semi-Trailer	363
School and Church Bus	25
Other Bus	27
Other	42
Total Vehicle Registrations	43,997
Drivers Licenses and Permits:	
Drivers Licenses/Learners Permits	6,697
CDL Licenses/CDL Permits	449
Placards	1,083
Other	4,000
Total Drivers Licenses and Permits	12,229
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Titles:	
Vehicles	13,212
Watercraft	280
Total Titles	13,492
Total Watercraft Registrations	3,308

### STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 116 PLYMOUTH, INDIANA EXIT CONFERENCE

The contents of this report were discussed on October 5, 2004, with Mrs. Jacquelynn Zentz, Branch Manager. Our examination disclosed no material items that warrant comment at this time.